



# COVID 19 SAFETY HANDBOOK

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For partners & customers

# Chairman's Message



**Mr. Hartek Singh**

Dear Partners and Stakeholders

I sincerely hope and pray for the safety and well being of you and your dear ones. My humble request to everyone to take all adequate safety measures and precautions.

As one of our core values, SAFETY is embedded in all practices at Hartek. During these unprecedented times, the health and safety of all our partners is the top most priority. We stand for the well being of not only our Hartek family and team but for all our partners and stakeholders, in full support.

Going forward with our normal business operations, our goal is to ensure the safety of all our partners, clients and team members. We value and thank you for all your support.

This handbook will run you through the safety measures and precautions undertaken at Hartek offices and factories to ensure well being. This will aid in ensuring all precautions are being undertaken as per the guidelines of Government and Health advisories.

Let us all be cautious as we settle in the new normal course of running operations and work towards making your future powerful.

My humble request to everyone is to stay safe.  
As all tough times pass this shall too.

Thank you for your support.  
Stay healthy. Stay positive.



# HARTEK<sup>®</sup>

## Stands in support

The safety of business is intertwined with safety of employees, contractors, customers and communities. As this global pandemic is affecting communities and businesses across the world in an unprecedented way, pandemic preparedness has come out as one of the key aspects.

As a valued partner of Hartek, we hold your well being and safety as a top priority. Going forward with our normal business operations, our goal is to ensure the safety of all our partners, clients and team members.

Hartek will stand with and fully support through these challenging times.

# COVID 19 - Safety Measures & Precautions



## Health & Travel Declaration by Employee

Employees must connect with their HR and must declare with them their travel history. HR upon consultation to approve return to work or suggest home quarantine for 14 days depending on the risks from health declaration.

Suspend or limit business travel, and follow all CDC travel guidelines, including following proper self-isolation and quarantine procedures for any employee who does travel.



## Hygiene & Fumigation

Ensuring fumigation and pest control of entire premises, workplace, machines, critical areas and washrooms at Hartek. Support employee hygiene by keeping tissues, hand sanitizer, soap, disinfectant wipes readily available to all employees.



## Disinfection & Sanitization

Frequent sanitization of entire workplace and common facilities and all points which come into human contact eg. door handles etc should be ensured, including during shifts.



## Daily compliance by employees

Subjecting themselves for temperature check, use of masks, maintaining social distance at all times.



### **Covid 19 health & prevention education**

All team members and staff are being educated and made aware of COVID 19 safety and prevention measures to be taken in and around office and on a personal level.

Educating workers and all employees on symptoms and briefing them to report such symptoms to the HOD/Manager. Check the regulatory websites (WHO, FDA etc.) daily for updated advisories (e.g. travel advisories) and update employees accordingly.



### **Maintenance & Checking**

Plant infrastructure, machines and equipment must be maintained in proper condition prior to restarting of operations.



### **Adequate Stock of PPE**

Ensuring adequate quantity of stocks are available for surgical masks, hand gloves, any other operation specific personal protective equipment. In addition ensure sufficient quantities of hand sanitizers are available.



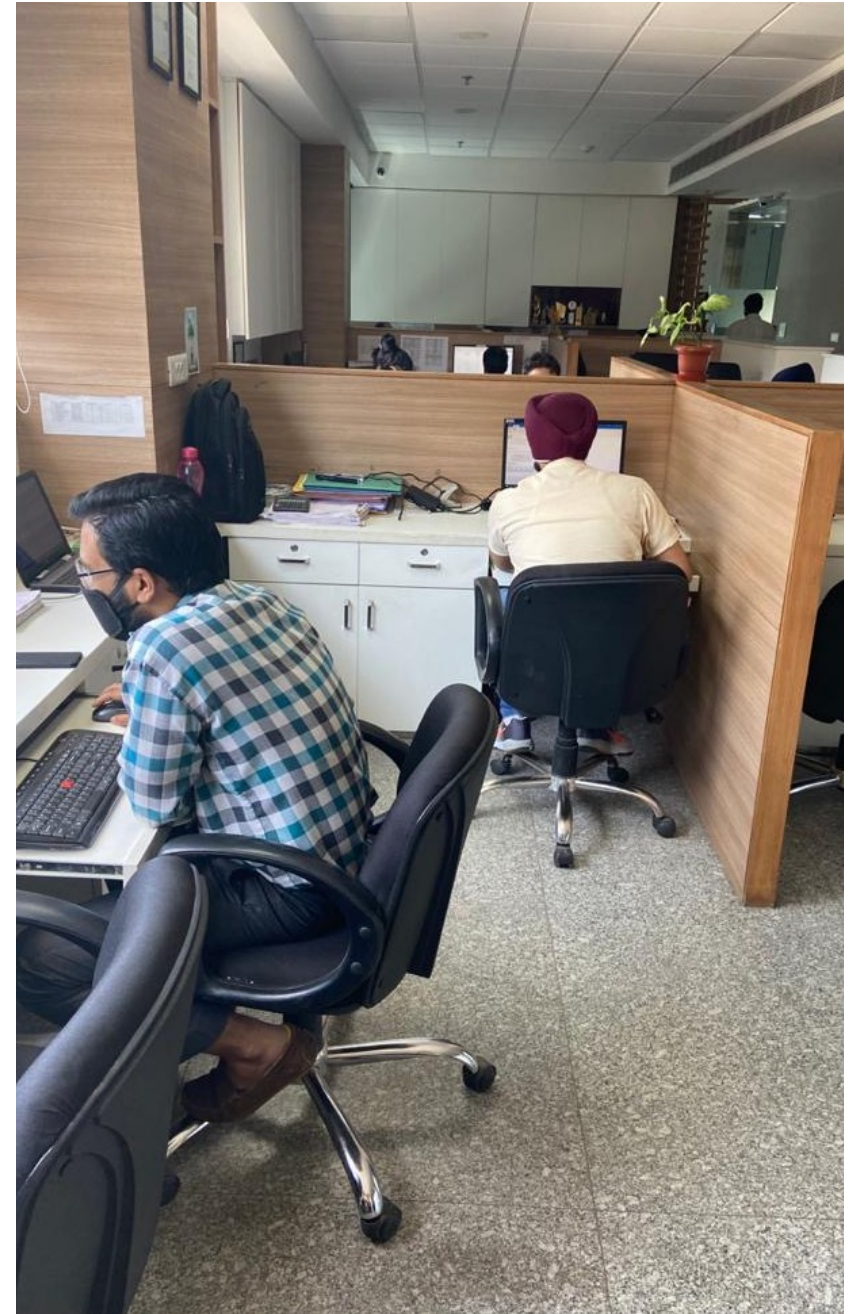
### **Action Plan in place**

Protocol to deal with a person suspected of or showing any symptoms at the office has been set. Designated room/area in office has been identified for isolation along with an isolation route to the clinic/hospital/destination.



# General Safety Guidelines at Hartek Towers

- + Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer is encouraged. Performing frequent hand hygiene by using either alcohol-based hand sanitizer or soap and water. Respiratory etiquettes to be strictly followed.
- + Persons above 65 years of age, person with co-morbidities, pregnant women are advised to stay at home, except for essentials.
- + Ventilation precaution are being taken care of. Temperature is maintain as per guidelines and it is ensured that ventilation is proper.
- + Actively encouraging safe practices at work by providing resources and a work environment that promotes personal hygiene. Like provide tissues, no-touch trash cans, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- + Appropriate signage around the office that will keep everyone mindful of safety of themselves and people around.
- + Have online meeting from workstation through own laptop or own mobile. Don't use meeting room for any meeting.





We are actively trying to minimize the numbers of team members at worksites by resuming operations in phases, balancing the need to protect our team with support for continuing operations.

Our focus is to leverage latest digital tools and techniques and ongoing adoption of evolving technologies, so as to be able to efficiently and effectively manage our businesses by bringing in automation and reduce manual intervention in several processes.



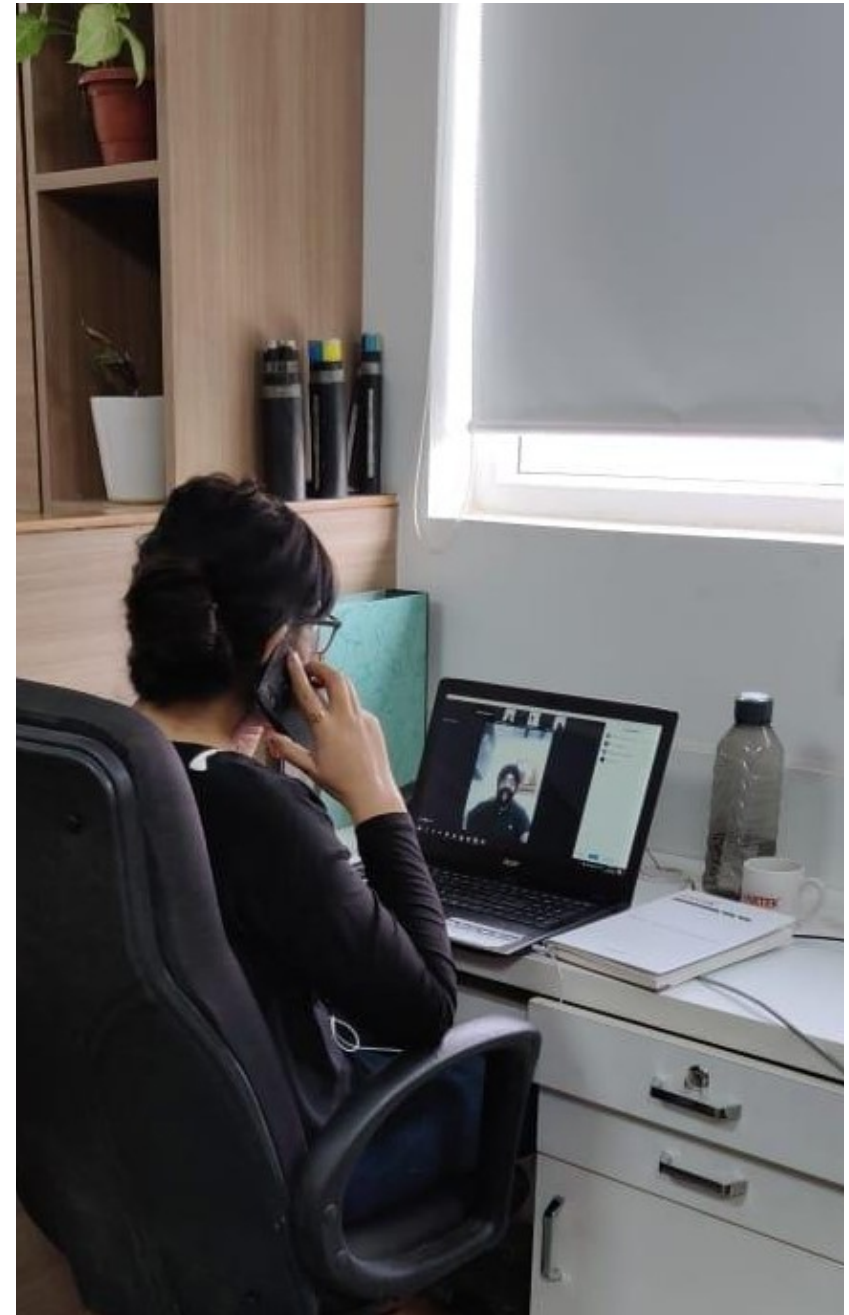
# Safety Measures & Precautions: During Work & Operations

- + Non contactable IR Thermal screening at entry and exit of Hartek Towers.
- + Installation and use of Aarogya Setu App by employees.
- + Discontinuation of biometric attendance to maintain safety.
- + Contactless sanitizer dispensing machines at all entry points and other common areas.
- + Health Declaration forms collected from all the employees.
- + Social distancing of 1.5 m is maintained by all Hartekian's at the workplace, during breaks, entry and exit to Hartek Towers and at all times during travel.
- + Appropriate PPEs (Personal Protective Equipment) compliance for all employees based on the nature work (e.g. Face Shield for frontline Security staff).
- + Regular Sanitization of common touch points / Surfaces across locations.
- + All meetings are done through video conferencing. No physical meetings permitted.





- + Employees work from their seats only and avoid going to other's seats. Employees are discouraged from using other members' phones, desks, offices, or other work tools and equipment.
- + Hartek HR and site heads regularly educate employees about steps they can take to protect themselves at work and at home, to create awareness about COVID 19.
- + Posters promoting and encouraging all safety guidelines.
- + Material Handling Sanitization for all incoming material from Suppliers and factories.
- + Safety Advisory for Visitors / Contractors / Drivers
- + Minimum Mandatory Requirements for Transporters



## Coronavirus Self-Declaration Form



Due to the ongoing and rapidly changing situation with the novel-coronavirus (COVID-19), we are requiring all Manu employees to fill-out the self-declaration form below.

Each Employees must complete this form.

Name:	
Card No:	
Department:	
Unit:	

### 1. Do you have any of the following flu-like symptoms:

Fever (38° Celsius or higher)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Breathlessness	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Others: Please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### 2. Please list the country/cities you have travelled to in the last 14 days prior to arriving at Manu Yantralaya.

Name of Country/City:				
Date of arrival:				
Date of departure:				

### 3. Have you or an immediate family member come in close contact with a confirmed case of the coronavirus in the last 14 days? ("Close contact" means being at a distance of less than one metre for more than 15 minutes.)

I have been in close contact with a confirmed case of coronavirus in the last 14 days.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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### 4. How is your family member health is well or not?

Employees Signature:

Date

# Screening Team Members Health Declaration

- + All Hartekian's have to fill and submit a health declaration form declaring their health condition.
- + Mandatory daily temperature scanning through non contact type thermometers for each employee at entry and exit
- + Aarogya Setu App Compliance checked for all employees. All new members are ensured to have the app installed.

# Social Distancing

- + Social distance of 1.5 m is maintained by all Hartekian's at all times in the workplace, during breaks, entry and exit and also travel.
- + Seating arrangement is made in such a way that adequate social distancing is maintained.
- + Adopting digital technologies to conduct virtual meetings, conference calls/VCs. No physical meetings are allowed.
- + Team members work from their own seats and avoid going to others seats or areas in office.
- + Staggering of office hours, lunch hours/coffee breaks is done, as far as feasible. Seating is so arranged to maintain a distance of 1 meter such that no one sits face to face.





## Personal Protective Equipment (PPE)

- + PPE kits specific to occupations or job tasks depending on geographic location, updated risk assessments for workers. Including: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.
- + Consistently and properly worn when required.
- + Regularly inspected, maintained, and replaced, as necessary.
- + Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.
- + Face shield is used by security person, measuring temperature for employees.
- + Hand gloves used by material handlers and housekeeping employees mandatorily.



# Sanitization of Workplace

- + Proper cleaning and frequent sanitization of the workplace, particularly of the frequently touched surfaces is ensured.
- + All outdoor areas such as Security gates, Security cabins, hand railings other outer people touch points, security guard booths are regularly cleaned and disinfected.
- + All employee transport vehicles are disinfected during check out. Frequent touch points like – Door handle / hand rest and headrest, window up and down buttons etc.
- + Increased availability of disinfecting wipes and virus killing hand sanitizers around the office. Regular supply of hand sanitizers, soap and running water in the washrooms ensured.





# Material Handling

- + Required precautions while handling supplies, inventories and goods in the office is ensured.
- + All quality parameters are taken care of during the sanitization procedure.
- + All material handlers are trained and provided with requisite PPEs.
- + It is ensured that all and any material leaving the Hartek premises are completely safe and risk free.
- + All inbound parcels are being fumigated/ sanitized prior to the examination

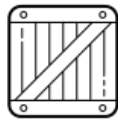


### **Material Unloading**

Floor supervisor visually assess the material and ascertain the unloading equipment.

The operator of unloading vehicle should wear all mandatory PPEs including (Safety Helmet, High visibility vest, safety shoes, nose masks).

The employees handling the material manually will wear hand gloves, nose masks apart from regular mandatory PPEs.



### **Material Sanitization**

Supplier has to ensure all the material is duly sanitized and evidences to be shared.

Sanitizer spray has to be applied from all sides of the palletized material covering all exposed parts of the material. The Material has to be left over for 2 hours to dry off.

If the material is non palletized, it has to be sanitized inside the vehicle itself. Sanitizer spray to be applied on the material box from all sides and kept aside for 2 hours to dry off in the receiving area before taken for put away.

Handlers will wear hand gloves, nose masks and face shield as well as from regular mandatory PPEs.

After completing the put away the employees have to remove their hand gloves and wash their hands for 20 seconds with soap or use sanitizer on their hands.

Nose mask have to be used for the entire shift, and after that it has to be disposed off according to biomedical handling rules.



## **Safety Advisory for Visitors & Associates**

Visitors and meetings not encouraged inside Hartek Towers. Large gatherings continue to remain prohibited.

All contractors visiting Hartek Towers have to go through complete health declaration, screening process and have to follow all rules applicable for social distancing and personal hygiene.

All officers and staff / visitors to be allowed entry only if using face cover/masks. The face cover/mask has to be worn at all times inside the office premises.

Proper disposal of face covers / masks / gloves left over by visitors and/or employees is ensured.





## **Safety & Precautions for Drivers & vehicles**

All drivers maintain social distancing and shall follow required dos and don'ts related to COVID-19.

It is ensured that all drivers residing in containment zones shall not be allowed to drive vehicles.

Hand gloves should be used while using the vehicle.

There is a strict provision for disinfection of the interior of the vehicle. A proper disinfection of steering, door handles, keys, etc. is taken up.

All material vehicles either empty or full are sanitized.



## Hartek Assures Safety

SAFETY being one of the core values here at Hartek, is our utmost priority going ahead with our operations. We are faced with a global health pandemic. In these testing times, we need to stand together as a global community and come out stronger than before.

Hartek is committed to assure the health, safety and well being of all our partners.

All operations carried out within the Hartek Towers and all material leaving our premises are all in compliance with the safety guidelines and procedures issued by the government to combat COVID19.

Our people and partners are at the centre of our organization.

We value and care about all our partners and stakeholders.

We are honored to have your support going forward.

Hartek stands with you in support.

Be Safe.  
Be Healthy.

## **For our Partners & Customers**

Hartek stands with our Partners & customers

You can reach out to us in case of any doubt or query.  
Should you have questions or concerns, feel free to contact us

Call us at 0172 4004123-29  
Send us an email at [info@hartek.com](mailto:info@hartek.com)

